

## ARMY AL&T WRITER'S GUIDELINES

<http://dacm.sarda.army.mil/publications/rda/>

*Army AL&T* is a bimonthly professional development magazine published by the Office of the Assistant Secretary of the Army (Acquisition, Logistics and Technology). The address for the Editorial Office is DEPARTMENT OF THE ARMY, ARMY AL&T, 9900 BELVOIR RD, SUITE 101, FT BELVOIR VA 22060-5567. Phone numbers and e-mail addresses for the editorial staff are as follows:

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### Purpose

To instruct members of the AL&T community about relevant processes, procedures, techniques, and management philosophy and to disseminate other information pertinent to the professional development of the Army Acquisition Workforce.

### Subject Matter

Subjects may include, but are not restricted to, professional development of the Army's Acquisition Workforce, AL&T program accomplishments, technology developments, policy guidance, information technology, and acquisition reform initiatives. Acronyms used in manuscripts, photos, illustrations, and captions must be kept to a minimum and must be defined on first reference. **Articles submitted to *Army AL&T* will not be accepted if they have been scheduled for publication in other magazines.**

### Length of Articles

Articles should be approximately 8 double-spaced typed pages, using a 20-line page, and must not exceed 1,600 words. **Articles exceeding 1,600 words will not be accepted.** Do not submit articles in a layout format or articles containing footnotes or endnotes.

### Photos and Illustrations

A maximum of 3 photos or illustrations, or a combination of both, may accompany each article in a separate file from the manuscript. Photos may be black and white or color. **Illustrations must be black and white and must not contain any shading, screens, or tints. All electronic files of photos must have a resolution of at least 300 dpi (JPEG or TIFF). If they do not meet this requirement, glossy prints of all photos must be submitted via U.S. mail, Fedex, etc.** Photos and illustrations will not be returned unless requested.

### Biographical Sketch

Include a short biographical sketch of the author/s that includes educational background and current position.

### Clearance

**All articles must be cleared by the author's security/OPSEC office and public affairs office prior to submission.** The cover letter accompanying the article must state that these clearances have been obtained and that the article has command approval for open publication.

*Offices and individuals submitting articles that report Army cost savings must be prepared to quickly provide detailed documentation upon request that verifies the cost savings and shows where the savings were reinvested. Organizations should be prepared to defend these monies in the event that higher headquarters have a higher priority use for these savings. All Army AL&T articles are cleared through SAAL-ZAC. SAAL-ZAC will clear all articles reporting cost savings through SAAL-RI.*

### Submission Dates

| Issue             | Author's Deadline |
|-------------------|-------------------|
| January-February  | 15 October        |
| March-April       | 15 December       |
| May-June          | 15 February       |
| July-August       | 15 April          |
| September-October | 15 June           |
| November-December | 15 August         |

### Submission Procedures

Article manuscripts (in MS Word) and illustrations/photos (300 dpi JPEG or TIFF) may be submitted via e-mail to **bleicheh@aaesa.belvoir.army.mil**, or via U.S. mail to the address in the first paragraph at the top of this page. All submissions must include the author's mailing address; office phone number (DSN and commercial); and a typed, self-adhesive return address label.